

68-3938
96/5-28-4522

September 3, 1968

Dear Mr. Helms:

While much progress has been made with all Federal Agencies in the effective and efficient use of the mails, one serious problem remains. The Post Office here in Washington continues to be plagued with heavy volumes of mail deposited in the late afternoon. This not only impedes efforts to use our resources efficiently, but can result in delays to your important mail. Thus, I am asking your help.

First, I would like to suggest that you issue a memorandum to all your personnel who originate correspondence, requesting that letters be typed, signed and mailed throughout the day, and not held until the end of the day. The mail that any individual office develops may not seem to be much, but the cumulative volume of all the mail of all offices in all agencies is enormous. I would appreciate your sending me an information copy of the memo you issue.

Second, I would suggest that your mail room and your printing and reproduction department supervisors be instructed to review their procedures to insure that the systems used in your organization are compatible with the radically changed mail flow in the postal service.

Third, I would also suggest that all contracts negotiated by your agency with private mailers include the stipulation that your mailings will be prepared in compliance with current ZIP Code pre-sort requirements, which became effective January 1, 1967, and deposited in the city post office no later than 4:00 P.M.

We can help your people. If they will contact the Postmaster's Office, Washington, D.C., 961-7323, we will arrange for one of our mail service analysts to visit your agency, study your mail requirements and make recommendations for best mail utilization.

Every piece of mail originated by your agency is important. It has a job to do, but it can't do that job until it gets to the addressee. Good mail management practices will do much to improve the efficiency of your organization, while giving the taxpayer more value for his tax dollar.

Your continued cooperation in our effort to give this country the world's best postal service is deeply appreciated.

Sincerely yours,



W. Marvin Watson.

The Honorable Richard Helms
Director
Central Intelligence Agency
Washington, DC 20505